**FOULNESS ISLAND PARISH COUNCIL**

**Minutes** of the Meeting of Foulness Island Parish Council held on Wednesday 5th June, 2019, at Lodge Farm Staff Premises, Foulness Island, commencing at 7.40 p.m.

Present: Councillors G. Bickford (Vice Chair), F. Giles and E. Pitts (Chair).

In attendance: N. Uden (QinetiQ), E. Birch (QinetiQ), and J. Watson (Clerk).

**MINUTES**

1. **The Chair to declare the meeting open.**
2. The Chair declared the meeting open.
3. **To receive notification from any persons present of intent to record the meeting.**
4. No persons present notified the meeting that they intended to record the proceedings.
5. **Apologies for Absence**
6. Apologies for absence were received from County Councillor Mike Steptoe and from District Councillor Daniel Efde.

1. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**
2. There were no declarations of interest.
3. **To sign as a correct record the minutes of the Full Council meeting held on 8th May, 2019.**
4. Proposed Councillor Pitts, seconded Councillor Giles that the minutes of the Full Council meeting held on 8th May, 2019 be signed as a correct record. Carried unanimously.
5. **To receive a report from the District and County Councillors for the area on any matters of interest.**
6. No District or County Councillors were present at the meeting.
7. **Financial Matters**
8. Proposed Councillor Pitts, seconded Councillor Bickford that the payment requests for May/June 2019 be approved. Carried unanimously.
9. Proposed Councillor Pitts, seconded Councillor Giles that the

 receipts for May/June 2019 be approved. Carried unanimously*.*

1. **Annual Internal Audit Report**
2. Proposed Councillor Pitts, seconded Councillor Bickford that the Annual Internal Audit Report 2018/19 in the Annual Return (Annual Governance and Accountability Return 2018/19 (Page 4) be approved. Carried unanimously.
3. **Annual Return**
4. Proposed Councillor Pitts, seconded Councillor Giles that the Certification of Exemption from the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. (Annual Governance and Accountability Return 2018/19 (Page 3) be approved and signed. Carried unanimously.
5. Proposed Councillor Pitts, seconded Councillor Bickford that Section 1 – Annual Governance Statement 2018/19 in the Annual Return (Annual Governance and Accountability Return 2018/19 (Page 5) be approved and signed. Carried unanimously.
6. Proposed Councillor Pitts, seconded Councillor Giles that Section 2 – Accounting Statements 2018/19 in the Annual Return (Annual Governance and Accountability Return 2018/19 (Page 6) be approved and signed. Carried unanimously.

1. **Internal Audit Report 2018/2019**
2. Proposed Councillor Giles, seconded Councillor Bickford that the Internal Audit Report 2018/2019 dated 12th May 2019 prepared by Auditing Solutions Ltd be approved. Carried unanimously. The Clerk would take action regarding the recommendations made.
3. **Appointment of Auditor for 2019/20**
4. Proposed Councillor Pitts, seconded Councillor Bickford that Auditing Solutions be appointed Internal Auditor to Foulness Parish Council for the year 2019/20. Carried unanimously.
5. **Report of Meetings Attended**
6. No meetings had been attended.
7. **Clerk’s Report**
8. The Clerk reported that no election to fill the vacancies on Council had been called and he would post a notice on the Council notice boards calling for applications for Co-option.
9. The Clerk reported that he had received the annual playground inspection report prepared by Playsafety Ltd and this would be discussed at the next Council meeting.
10. **The meeting will stand adjourned to permit Parishioners of Foulness Island to address the Council.**
11. No Parishioners addressed the Council.
12. **At the Chair’s discretion for Councillors to exchange information on matters relating to the Parish.**
13. There was no information to exchange.

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